

Process and Procedures For Life Safety Permits

Notice to Life Safety Permit Applicants:

For our office to be able to expedite your permit request in a timely manner, we ask that you assist us by following these procedures.

1. All applicants must completely fill out a Life Safety application with signature.
2. Please attach requested licenses and insurance information with your application if you have not permitted with our Life Safety Department in the last 90 days. You may contact Esna Cluck at (850) 623-0166 Ext. 238 for questions.
3. Please submit 2 complete sets of plans with the above information. One approved copy will be returned to you at the time of permitting. If you need more than one approved copy for your records you may attach them as well.
4. **Once items 1, 2, and 3 have been submitted to our office, we will then begin your plan review. ** Please allow 3-4 working days for this process. Once your plans have been reviewed, our office will contact you to advise the status of your plans.**

Sequence of Inspections:

****Fire Alarm – (1) Rough-in of device placement and wiring (2) Final test and certification inspection.**

****Fire Sprinkler – (1) Rough-in inspection of pipe and head placement (2) Pressure test of system (3) Final test and certification inspection.**

****Fire Pump – Installation and certification test.**

****Fire Main – (1) Installation of pipe and thrust blocks (2) Pressure test.**

****Hood Suppression – Final test certification.**

All inspections must be called in 24 hours in advance and scheduled with the Life Safety/ Fire Prevention Department. We appreciate your cooperation. If you have any questions or problems, please do not hesitate to call the above number.

**Thank you,
Santa Rosa County
Life Safety /Fire Prevention Department**

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